

Felix P. Camacho  
Governor

**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration  
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June 11, 2009

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2009- 005**

TO: All Line Department/Agency Heads

FROM: Chief Procurement Officer

SUBJECT: **Fiscal Year 2009 Requisition Close Out**

Hafa Adai! Fiscal year end 2009 is fast approaching and the requisition deadlines are as follows:

1. Requisitions for continuing contracts such as Xerox copier lease, Pitney Bowes postage meter rental, lease of office space, and etc., for FY 2010 is Friday, August 7, 2009;
2. Requisitions for outside procurement requiring bids, \$15,000 and above, is Friday, July 10, 2009;
3. Requisitions for outside procurement below \$15,000 is Friday, September 18, 2009; and
4. Requisitions for stock issue (Tendan Gubetnu) is Wednesday, September 23, 2009.

All department and agency heads are hereby requested to properly assess their needs for submission to General Services Agency on or before the above deadlines. Any requisitions not meeting the required deadline will not be entertained unless it is of dire emergency.

Should you have any questions, please let us know.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.



CLAUDIA S. ACFALLE